



**MINUTES OF THE SPECIAL MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, DECEMBER 17th, 2008**

1. The meeting was called to order at 5:15 p.m.
2. **ROLL CALL:** Board Members Michael Rich, Roberto Rocha, Avonnet Peeler, Linda McHugh, Peter Horikoshi and Executive Secretary Karen Willis.

ABSENT: None

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, Chris Low, Senior Management Analyst and Stacey Meier, Administrative Technician I, Human Resources

OTHERS IN ATTENDANCE: Terry Flippo, Linda Justus and John McDonald.

3. **MINUTES:** Member Rocha moved to accept, Member Peeler seconded, and the motion carried by a 4-0 vote (Board Member Horikoshi was absent for the vote).

4. **REGULAR AGENDA ITEMS**

4-A Determination of status of classification of Golf and Park Maintenance Worker.

Executive Secretary Willis stated that the purpose of calling a special meeting was to bring more information to the Board to aid in the determination of the status of the Golf and Park Maintenance Worker as to whether or not it is one classification. Board President Michael Rich stated that it was his understanding that people could go through a grievance process if they believed that the lay-off had not been implemented correctly. Executive Secretary Willis stated that the ACEA Bargaining Unit does not have binding arbitration in their grievance process but that they do have an adjustment board process. Board President Rich asked if the City Manager has the ultimate say on the disposition of the grievance. Executive Secretary Willis stated that anything under a 30 day suspension would go directly to the City Manager, and anything over a 30 day suspension could either go to the City Manager or the Civil Service Board. Board President Rich stated that it was his understanding that the Civil Service Board is not involved in any kind of dispute resolution and is not involved in providing any council or advice to employees subject to lay-off. Executive Secretary Willis confirmed. Board President Rich asked if the lay-offs were happening in stages. Executive Secretary Willis stated that City Council has approved an amendment to the ACEA MOU which effectively leases out the management portion of the Golf Course. She further stated that MCEA employees will be laid-off at the end of December, and most of the ACEA employees will be laid-off at the end of 2009 with one exception in early January 2009. She stated that they had hoped to have some employees take advantage of the Golden Handshake to avoid a few lay-offs.

Board President Rich asked why Public Works Maintenance Workers were not being laid-off if they have less seniority than the Golf and Park Maintenance Workers. Executive Secretary Willis stated that lay-offs are within the specific job classification as stated in the ACEA MOU. She explained that there had previously been one person who was hired as a Golf and Park Maintenance Worker but then transferred over to a Public Works Maintenance Worker Position in Public Works. She explained that the reason he was able to transfer was because he was on the eligible list for both classifications at the same time. Board President Rich asked how different the Public Works and Golf and Park Maintenance Worker positions are. Jill Kovacs explained

that they are similar but are not exactly the same and that they have different pay scales.

John McDonald, Park Manager, stated that the confusion within the departments exists because there are people who were hired as Golf and Park Maintenance Workers and always knew that it was one classification and have always known that it is the same job. He further stated that in 1997 there was a Park Maintenance Worker bulletin that was posted that did not state that the position was both Golf and Parks and the people who were hired under that recruitment were never told that it was one classification. He stated that as jobs were created, the classifications were not separated, which caused even more confusion because there are people doing completely different jobs such as working in the pools and maintaining the Golf Course all under the same job classification.

Board President Rich asked if there was ever an overlap of eligible lists for Golf and Park Maintenance Worker and whether or not there can be two lists that exist at the same time. Chris Low explained that only one list can exist at one time and that the Civil Service Board would have to give their approval to have more than one list at a time for the same position. Executive Secretary Willis stated that there can also be only one recruitment going on at the same time for the same position. She also stated that everything that has been presented to the Civil Service Board and every record they have for the Golf and Park Maintenance Workers, shows all of them being hired under one class.

Board Member Horikoshi stated that he was not sure what bearing separate eligible lists has on the classification. He stated that it may not have been made clear to the employee that there is only one job class but that there are rules and it seems that the City has followed them for the most part. Executive Secretary Willis stated that Human Resources now prints the classification title in parentheses underneath the working title on all job bulletins and they will be much more clear on all points with the employees from now on.

Terry Flippo, Golf and Park Maintenance Worker, stated that the ground rules need to be more clear going forward. Executive Secretary Willis stated that the City wanted to target people with skills in one particular area which is why a bulletin was posted as a Parks position. She shared that no one anticipated the City would be in the position it is in today with the lay-offs. Board Member Rocha stated that the Civil Service Board needs to make sure that whatever decision is made, it does not negatively impact reinstatement rights for those people who are being laid-off.

Board President Rich stated that he wants the City to look at the possibility of creating a selective certification process. He explained that when an exam is given, there are extra supplemental questions that a candidate can choose to answer in order to be selectively certified. He stated that their name would then be on two lists within the same job class, with one list being more specialized to a specific department, etc. There would also be an acknowledgement that their position is not interchangeable. Board President Rich also asked if there are currently two lists for the same position. Executive Secretary Willis stated that there are not and that if Human Resources wanted to create a new list, the current list would need to be cancelled first.

Board Member Rocha moved to approve the status of Golf and Park Maintenance Worker as one job classification, Member McHugh seconded, and the motion carried by a 5-0 vote.

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

None.

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

None.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

None.

9. There being no further business to come before the Board, the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board